

Message Text

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ACTION EB-07

INFO OCT-01 EUR-12 ISO-00 CIAE-00 COME-00 DODE-00 DOTE-00

FMC-02 INR-07 NSAE-00 RSC-01 CG-00 COA-01 DLOS-05

OC-05 CCO-00 OTPE-00 FCC-02 BIB-01 L-02 OIC-02 AF-06

ARA-10 EA-10 NEA-09 /083 W
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R 161613Z JAN 75

FM AMEMBASSY LONDON

TO SECSTATE WASHDC 7312

UNCLAS SECTION 01 OF 02 LONDON 00693

E.O. 11652: N/A

TAGS: AORG, IMCO

SUBJ: IMCO - CONFERENCE ON MARITIME SATELLITES (APRIL 23
MAY 9, 1975)

REF: (A) STATE 617

1. REFTEL NOTED IMCO WILL HOST AN INTERNATIONAL CONFERENCE ON THE ESTABLISHMENT OF AN INTERNATIONAL MARITIME SATELLITE SYSTEM (INMARSAT CONF) FROM APRIL 23 TO MAY 9, 1975 AT LONDON. EMBASSY WISHES TO BRING TO DEPARTMENT'S ATTENTION VARIOUS ADMINISTRATIVE ARRANGEMENTS WHICH SHOULD BE CONSIDERED IN PLANNING FOR US PARTICIPATION IN INMARSAT CONF.

2. IN RECOGNITION OF LACK OF ADEQUATE SPACE AT IMCO HEADQUARTERS, INMARSAT CONF WILL BE HELD IN CONFERENCE FACILITIES OF NEW CUNARD INTERNATIONAL HOTEL AT HAMMER-SMITH, LONDON. HOTEL IS LOCATED ABOUT FOUR MILES WEST OF IMCO HEADQUARTERS AND EMBASSY; IT MAY BE REACHED BY BUS AND UNDERGROUND TRAIN OR WOULD NORMALLY BE ABOUT A FIFTEEN TO TWENTY MINUTE DRIVE BY CAR FROM THE EMBASSY. PROVIDING NECESSARY SERVICES TO THE US DELEGATION AT THE HOTEL (AS COMPARED TO IMCO HEADQUARTERS, ONLY A 10 MINUTE WALK FROM THE EMBASSY) MAY BE EXPECTED TO RESULT IN SIGNIFICANT
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ADDITIONAL PROBLEMS AND COSTS.

3. FOLLOWING PROPOSALS ARE BASED ON ASSUMPTION THAT US DELEGATION TO INMARSAT CONF WILL HAVE ABOUT 25 MEMBERS AND, IN ADDITION, THAT THERE WILL BE A DELEGATION SECRETARY AND TWO TYPISTS/STENOGRAPHERS.

(A) OFFICE SPACE AT CUNARD HOTEL:

TO AVOID TIME LOSS IN TRANSPORTING DELEGATES BETWEEN THE EMBASSY AND THE CUNARD, A DELEGATION SECRETARIAT CONSISTING OF THE DELEGATION SECRETARY AND A TYPIST/STENOGRAPHER SHOULD HAVE OFFICE SPACE AT THE HOTEL DURING THE CONFERENCE PERIOD AND AT LEAST A FEW DAYS BEFORE IT OPENS AND, PERHAPS, AFTER IT CLOSES. ADJACENT TO THIS OFFICE SHOULD BE A ROOM LARGE ENOUGH TO BE USED FOR DELEGATION MEETINGS AND, ALTERNATIVELY, AS A WORK AREA FOR DELEGATES IN ADDITION, THERE SHOULD BE ANOTHER ADJACENT OFFICE FOR THE USE OF THE HEAD OF THE US DELEGATION. THE MINIMUM TOTAL OF "OFFICIAL" ROOMS REQUIRED WOULD BE:

2 OFFICES

1 DELEGATION MEETING ROOM

(B) ACCOMMODATIONS AT CUNARD HOTEL FOR US DELEGATION:

TO THE EXTENT POSSIBLE AND ACCEPTABLE TO DELEGATES, WE SUGGEST THAT ROOMS BE LEASED AT THE CUNARD TO HOUSE ALL US DELEGATES AT THE INMARSAT CONFERENCE; BASED ON OUR DELEGATION SIZE ESTIMATE NOTED ABOVE, 25 SINGLE ROOMS FOR DELEGATES IN ADDITION TO THE "OFFICIAL" ROOMS NOTED ABOVE WOULD BE REQUIRED. THE CUNARD HAS PROVIDED THE FOLLOWING PRICES OF ROOMS:

SINGLE/BATH 8.50 POUNDS/DAY

TWIN/BATH 12.00 POUNDS/DAY

SUITE TO BE 20.00 POUNDS/DAY

USED AS DELEGATION MEETING ROOM

(C) TRANSPORTATION:

AS A MINIMUM, WE CONSIDER THAT TWO RENTAL CARS SHOULD BE PROVIDED FOR THE DELEGATION; ONE WOULD BE AT THE DISPOSAL OF THE HEAD OF THE DELEGATION, THE OTHER WOULD BE USED PRIMARILY FOR COURIER DUTY BETWEEN THE EMBASSY AND THE CUNARD HOTEL; IN ADDITION, OR INSTEAD OF ONE OF THE CARS, A MINI-BUS VEHICLE MIGHT ALSO BE CONSIDERED.

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(D) SECRETARIAL STAFF:

AS MENTIONED ABOVE, THE DELEGATION SECRETARY AND A TYPIST STENOGRAPHER SHOULD BE ASSIGNED TO WORK AT THE CUNARD HOTEL TO PROVIDE SECRETARIAL SERVICES AT THE CONFERENCE SITE. IN ADDITION, A THIRD PERSON (PERHAPS A LOCALLY HIRED AMERICAN SECRETARY) SHOULD BE PROVIDED TO HANDLE ADMINISTRATIVE MATTERS FOR THE DELEGATION AT THE EMBASSY.

EMBASSY OFFICE SPACE COULD BE PROVIDED FOR THIS PURPOSE.

(E) OFFICE EQUIPMENT AT CUNARD HOTEL:
THE DELEGATION SECRETARY AND ASSISTANT WILL REQUIRE
TYPEWRITERS, FILE CABINETS AND OTHER OFFICE EQUIPMENT AS

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FM AMEMBASSY LONDON
TO SECSTATE WASHDC 7313

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IS USUALLY REQUIRED TO HANDLE DOCUMENT FILING, DRAFT
PREPARATION, ETC. EMBASSY CAN SUPPLY OFFICE EQUIPMENT
REQUIRED.

(F) SECURITY:
WE WOULD ASSUME THAT AMONG THE DELEGATION PAPERS THERE
WILL BE CLASSIFIED MATERIAL. EXCEPT DURING NORMAL DUTY
HOURS, WHEN ANY CLASSIFIED MATERIALS WOULD BE IN THE CARE
OF THE DELEGATION OR DELEGATION SECRETARY AT THE HOTEL,
CLASSIFIED MATERIALS SHOULD BE STORED AT THE EMBASSY.

(G) US DELEGATION RECEPTION:
IT MAY BE EXPECTED THAT SOME 65 TO 70 COUNTRIES WILL
SEND DELEGATIONS TO INMARSAT CONF AND WE ESTIMATE THAT
THERE WILL BE SOME 350 DELEGATES. IF US DELEGATION WISHES
TO HOST A RECEPTION DURING CONFERENCE, IT COULD BE HELD
AT THE EMBASSY AT APPROXIMATE COST OF US\$4.00/PERSON,

TOTAL COST WOULD THEN BE IN THE NEIGHBORHOOD OF US\$ L500.

4. COMMENT: WE ASSUME THAT MANY OF THE COUNTRIES PLAN-
NING TO PARTICIPATE IN THE INMARSAT CONFERENCE WILL PLAN
TO LEASE OFFICE AND ACCOMMODATION SPACE AT THE CUNARD
HOTEL. WE SUGGEST THAT THE DEPARTMENT PROVIDE EARLY
AUTHORIZATION FOR THE EMBASSY TO RESERVE WHATEVER SPACE
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IS CONSIDERED NECESSARY.

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